



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION
 School Apportionment and Financial Services
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ESD	CO	DIST
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REPORT OF FINAL HOME AND HOSPITAL ATTENDANCE
 (See reverse side for instructions)

SERVING DISTRICT NAME	COUNTY NAME	SERVING DISTRICT NO.	ESD NO.	YEAR
				2007-08

SCHOOL DISTRICT HOME AND HOSPITAL (HH) ATTENDANCE	Total Actual Weeks of Attendance ¹ (rounded to the nearest tenth)
A. For students enrolled in the school district who are receiving HH services at sites with a single student (such as the student's home):	
B. For students enrolled in the school district who are receiving HH services at sites such as in a children's ward of a hospital or a residential treatment center:	
¹ Actual weeks of attendance is calculated as: The number of eligible school days divided by 5, rounded to the nearest tenth. The number of eligible school days is the number of school days between the start date the student was both eligible and received services and the end date the student was both eligible and received services. See the reverse side for complete calculation steps.	

CERTIFICATION

I hereby certify that all students reflected in this report are properly enrolled students in the school district, that conversions to weeks of attendance are in accordance with instructions, and that student records and other pertinent documents are readily available for audit.
Acknowledged:

ORIGINAL SIGNATURE OF DISTRICT SUPERINTENDENT OR AUTHORIZED OFFICIAL

DATE

INSTRUCTIONS FOR FORM SPI E-525

GENERAL INSTRUCTIONS

Who Should Complete Form E-525?

School districts claiming state special education funding for home and hospital (HH) services provided to students pursuant to WAC 392-172-218 should complete Form E-525. Only serving districts report attendance.

Due Date and Routing of Form E-525

Form E-525 is not part of the electronic enrollment reporting system and should be submitted at the end of the school year on paper.

School districts complete one Form E-525 and send the signed form to OSPI, School Apportionment and Financial Services, by **July 10, 2008**.

Purpose

Reported E-525 attendance will determine final HH allocations included in the July 2008 apportionment calculation. HH allocations appear on line B of Report 1191SE.

Prior to OSPI receiving Form E-525, districts are paid on an estimated HH allocation. Attendance received after the published August deadline will be included in scheduled end-of-year adjustments to apportionment.

HH allocations are made in two categories. The distinguishing factor is related to economies of scale for mileage.

Each reported week of attendance on line A generates \$60, and each reported week of attendance reported on line B generates \$55 in HH program allocations.

Limitations on Enrollment Counts

- Refer to Learning and Teaching Support's home hospital bulletin, issued August 2007, for program procedures.
- See WAC 392-122-140 and WAC 392-172-218 for fiscal eligibility requirements for HH funding.

References

- Annual Enrollment Bulletin available online at: <http://www.k12.wa.us/BulletinsMemos/bulletins2007.aspx>.
- See the 2007–08 school year *Administrative, Budgeting, and Financial Reporting Policies and Procedures Handbook for School Districts*, Chapter II Budget Preparation, Section 3, and Section 4 for HH budgeting instructions.

DETAILED INSTRUCTIONS

Enter the serving school district name, county number, school district number, and ESD in the spaces provided.

Line A

Report, to the nearest tenth, the total number of HH weeks of attendance provided at sites with a single enrolled student, such as the student's home or hospital room. **Calculate weeks of attendance as described below.** Do not include students reported on line B.

Each such week of attendance generates \$60 in HH program allocations. This allocation includes a factor for mileage.

Line B

Report, to the nearest tenth, the total number of HH weeks of attendance provided at sites such as a children's ward of a hospital or a residential treatment center. **Calculate weeks of attendance as described below.** Do not include students reported on line A.

Each such week of attendance generates \$55 in HH program allocations. This allocation excludes a factor for mileage.

Weeks of Attendance Computations

Districts should report only total weeks of attendance calculated through the following process:

1. Determine the first regularly scheduled school day on which the student was both eligible for HH services and began to receive HH services.
2. Determine the last regularly scheduled school day on which the student was both eligible for HH services and received HH services.
3. Count the number of regularly scheduled school days, as defined in WAC 392-121-033, between the dates determined in Nos. 1 and 2.
4. Divide the number of days in No. 3 by five to determine weeks of attendance.
5. Use the lesser of weeks in No. 4 or 18. Total weeks of service for any individual may not exceed 18.
6. Accumulate the results of No. 5 for all students receiving HH services through the school district. Also accumulate weeks of attendance for all students receiving HH services through hospitals. Report the total number of full and partial weeks of attendance rounded to one decimal place.

Certification

Provide an original signature and date the completed Form E-525.